

District Courier

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

This position requires varied and responsible courier work for the District.

The employee is responsible for all courier duties including delivery, pick up and any other related courier activities. The courier exercises initiative in carrying out responsibilities and uses independent judgment in carrying out duties. Judgment is exercised in maintenance and repair of vehicle used. Reports directly and receives assignments regarding additional courier activities from Central Office.

Duties and Responsibilities:

- Deliver and pick up all inter-school mail among all schools in the district.
- Pick up and deliver school lunch, pick up soiled dishes from schools and return any soiled dishes to appropriate school as needed.
- Make daily trips to the bank to deposit money collected from all of the district schools as needed.
- Responsible to meter outgoing mail and deliver such mail to United State Post Office.
- Return meter to United States Post Office for verification of postage used and to add additional postage to meter.
- Deliver on a weekly basis, all appropriate materials supplied by the Superintendent's Office to individual School Committee member's home.
- Make deliveries to Westerly Sun, town hall or other appropriate locations as directed by the Central Office.
- Responsible for ensuring that needed repairs and maintenance on vehicle used are performed by the appropriate vendor
- Make recommendation to Central Office regarding vehicle maintenance and repair.
- Keep daily log on vehicle mileage as well as gas usage.
- Responsible for distribution of payroll checks to District buildings.
- Perform clerical duties when not performing courier's duties
- Perform job related duties.

Knowledge, Abilities and Skills

Ability to:

- ◆ Maintain confidentiality.
- ◆ Understand and follow oral and written instructions.
- ◆ Make independent decisions regarding courier deliveries and route.
- ◆ Operate motor vehicles used for courier duties

Minimum Education, Certification and Training/Experience

- ❖ Must be of good character.
- ❖ Must be able to be bonded
- ❖ Must possess a high school diploma or general equivalency diploma (GED).
- ❖ Must possess a valid Rhode Island driver's license.